

What to Expect After Your Assessment

High Risk Work Licence assessment outcomes

Training Combined Pty Ltd · RTO 45490 · 1-3 Mary Street, Regents Park NSW 2143 · 0403 415 066

IF YOU PASS

Congratulations

If you have successfully passed your assessment, you are one step closer to receiving your High Risk Work (HRW) Licence.

What happens next?

You will receive an email directly from SafeWork NSW containing your **Notice of Satisfactory Assessment (NSA)** and a link to apply for your HRW Licence.

Important

You must submit your licence application **within 60 days** of the date your NSA was issued.

Please check your junk or spam folder — SafeWork NSW emails can sometimes be filtered there.

The SafeWork NSW email will provide instructions on how to complete your application. You will be prompted to:

- 1 Open the online licence application.
- 2 Log in to your MyServiceNSW account.
- 3 Pay the applicable licence fee of **\$95 per class** for a 5-year licence.
- 4 Review your details carefully.
- 5 Submit your application.

What happens after you submit your application?

SafeWork NSW will:

- Review your application and contact you by email if any further information is required.
- If this is a new HRW licence application, ask you to attend a Service NSW Centre to have your photo taken.
- Send you an email advising you to attend a Service NSW Centre.
- Add your details to the Verify NSW public register.
- Mail your HRW photo licence to you.

When you attend the Service NSW Centre, bring the letter provided by SafeWork NSW and **one form of photo identification.**

IF YOU DON'T PASS

You can sit a reassessment

If you don't successfully pass your assessment, don't worry — you have the opportunity to complete a reassessment.

Training Combined does not charge an additional fee for a reassessment, unlike some other training organisations.

To avoid having to re-enrol and complete the entire course again, there are a few important things you need to know:

- Your **AEN number remains valid** until you successfully complete your reassessment, so you do not need to apply for a new AEN.
- You have **60 days** from the date of your original assessment to complete your reassessment.
- Before leaving, please speak with your Assessor or Operations Manager, **Michael**, who can assist you with arranging your reassessment.
- If you are unable to reach Michael on [0450 893 514](tel:0450893514), please email admin@trainingcombined.com.au and we will forward your reassessment request to him.

Please make sure you arrange your reassessment as soon as possible to ensure it is completed within the required 60-day period.

Need a hand?

If anything here is unclear, or your SafeWork NSW email hasn't arrived, get in touch — we'd rather hear from you early than have you miss the 60-day window.

 **0403 415 066** · admin@trainingcombined.com.au

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